

## REQUESTING COPIES OF RETURNS

Requests for copies of returns must be in writing. You may either mail or fax the request to:

Taxpayer Assistance  
P. O. Box 181, Station #56  
Frankfort, KY 40602  
Fax number: 502-564-3685

Please ensure the following are included with your request:

- ✓ Tax year(s) requested

Please note that returns are generally kept on file for 5 years. Older returns may only be available in summary format.

- ✓ Name and Social Security Number
- ✓ Current mailing address
- ✓ Copy of Photo ID (if return was electronically filed)
- ✓ Signature (if return was filed on paper)
- ✓ Daytime phone #

Copies may be faxed to you; however, please notate on the request to have the copies faxed to you and that the Department of Revenue has your permission to fax them. Copies may be faxed to others at the taxpayers request (i.e., CPA, Attorney), just include the Power of Attorney form or the Attorney's or C.P.A. company letterhead and ensure the request is signed by the taxpayer and the approved representative.

Processing Time for Requests:

Paper returns: 7 - 10 business days  
Electronic Filed returns: 2 - 5 business days